TERMS OF REFERENCE

Title: Project Officer

Project: Demonstration on techniques, best practices to reduce medical waste minimization for prevention mercury and dioxin to environment

Duty Station: Hanoi with national travel as required

Duration of Assignment: 12 month full time with potential extension. Expected starting date is August 2009

Direct Supervisor: Project Manager

Duties and Responsibilities

1. Assist Project manager to prepares, updates, required work plans and reports including: annual work plan, quarterly work plan, Annual Project Reports, the Quarterly Progress Reports, and the Final Project Reports as scheduled;

2. Assists the Project manager in establishing the administrative systems and procedures consistent with UNDP’s national execution mode, in the form of a Manual, for the guidance of project staff, consultants and subcontractors;

3. Record and update the Project issues and risks and recommend necessary actions to PM to effectively cope with identified risks, and coordinate the implementation of the approved risk mitigation actions;

4. Assist PM to supervises local or international experts/consultants working for the project;

5. Prepares and consolidates the travel plan, and procurement plan for the project;

6. Conduct project personnel recruitment and procurement of goods and services for the project;

7. Prepares and maintains an updated inventory of all supplies and equipment;

8. Makes arrangements for the logistical requirements in training, workshops, and other Project activities;

9. Undertake necessary translation/interpretation tasks assigned by the Project manager
Qualification and Experience

- Bachelor Degree
- At least three years experience as full-time Administrative officer/Project Officer/ Project Secretary in developmental project or international co-operation units;
- Knowledgeable in modern office administration, specifically in management of office documents and paper trails;
- Knowledgeable in inventory control and procurement procedures;
- With satisfactory skills on the use of office software packages such as MS Word and MS Excel;
- Excellent English command and communication skills, both verbal and written.
- Able to work under pressure and tight deadline, flexibility, teamwork, personal organization and problem solving skills.